



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300

MAR 14 2007

DAPE-MPA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Referral Bonus Program (Change 5)

1. References:

- a. National Defense Authorization Act (NDAA) 2007
- b. Department of the Army, Office of the Deputy Chief of Staff G-1, Memorandum Subject: Referral Bonus Pilot Program, 12 January 2006.
- c. Department of the Army, Office of the Deputy Chief of Staff G-1, Memorandum Subject: Referral Bonus Pilot Program, 16 February 2006 (Change 1).
- d. Department of the Army, Office of the Deputy Chief of Staff G-1, Memorandum Subject: Referral Bonus Pilot Program, 1 April 2006 (Change 2).
- e. Department of the Army, Office of the Deputy Chief of Staff G-1, Memorandum Subject: Referral Bonus Pilot Program, 1 June 2006 (Change 3).
- f. Department of the Army, Office of the Deputy Chief of Staff G-1, Memorandum Subject: Referral Bonus Pilot Program, 7 November 2006 (Change 4).

2. The purpose of this memorandum is to expand the Army policy for the Referral Bonus program. Effective 15 March 2007, civilian employees of the Department of the Army (DAC) are eligible to provide referrals under this program and receive a referral bonus on individuals that have not conducted an appointment with a recruiter. The request for payment of \$1K may occur twice for each person referred (once at commencement of basic training and once after completion of Advanced Individual Training (AIT) or One Station Unit Training (OSUT). This process will also include a timely transfer of funds to ensure reimbursement for payments made to eligible civilian employees. This policy also identifies the sources of funding for DACs and Army Retirees. The guidance published in references 1b through 1f above, governing all other areas of this program, remains in effect.

3. Department of Army Civilians that are in positions as civilian GS/equivalent recruiters are not eligible to receive the referral bonus.

4. Responsibilities.

a. HQ USAAC and the National Guard Bureau (NGB). Program managers must forward a memorandum (sample attached) for notification of payment and a SF 1080 (Voucher for Transfer Between Appropriations and/or Funds) to the Assistant G-1 for Civilian Personnel, Field Operations Division, for each approved payment. The SF 1080 will include the appropriate accounting code from which the payment will be transferred to the civilian manager's account.

b. Assistant G-1 for Civilian Personnel, Field Operations Division (AG-1 (CP) FOD). Forward a copy of the memorandums for notification of payment to the supervisor of the civilian employees and a copy of the notification memorandum and SF 1080 to the Deputy Chief Staff, Resource Management, at the Army Command (ACOM), Army Service Component Support Command (ASCC), or Direct Reporting Unit (DRU) for action as appropriate. The AG-1, CP FOD, will inform the employee's supervisor to initiate and process a Request for Personnel Action (RPA) for payment of bonus. The ACOM or appropriate command will process the Standard Form 1080 (Voucher for Transfer Between Appropriations and/or Funds) for the purpose of receiving reimbursement for payments made from the manager's account. Concerns regarding transfer of funds may be addressed to the Army Budget Office personnel referenced in paragraph 4 below.

c. USAAC and NGB will prepare the SF1080 for DA civilians to reimburse the appropriate Army Command (ACOM), Army Service Component Support Command (ASCC), or Direct Reporting Unit (DRU). USAAC and NGB are required to establish the appropriate account classification codes within their recruiting accounts (MDEP: FARC). The source of the appropriation for reimbursement will be the accession source of the recruit: i.e. a FORSCOM DA Civilian will receive the referral bonus out of FORSCOM OMA funds but USAAC will provide an OMA accounting line if the recruit accesses into AC or OMAR accounting line if the recruit accesses into the RC. NGB will provide an OMNG accounting line if the recruit accesses into the ARNG.

d. USAAC and NGB will prepare SF 1034 for Retirees and forward to DFAS Rome for payment. USAAC and NGB are required to establish the appropriate account classification codes within their recruiting accounts (MDEP: FARC). The source of the appropriation will be the accession source of the recruit. USAAC will provide an OMA accounting line if the recruit accesses into AC or provide an OMAR accounting line if the recruit accesses into the RC. NGB will provide an OMNG accounting line if the recruit accesses into the ARNG.

5. Points of contact are: Mrs. Victoria Sorensen (Regular Army and Army Reserve), (502) 626-0481, victoria.sorensen@usarec.army.mil; LTC Ron Walls (Army National Guard), (703) 607-5823, Ron.walls@ng.army.mil; and Army Budget Office, COL Raymond Yocum, (703) 692-8532, raymond.yocum@us.army.mil.

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6. The HQDA POC is Mr. Alphonso Green at (703) 695-7490.

FOR THE DEPUTY CHIEF OF STAFF, G-1:



GINA S. FARRISEE
Brigadier General, GS
Director of Military
Personnel Management

DISTRIBUTION:

CG, USAAC (ATAL)

CG, USAREC (RCRO)

Director, National Guard Bureau (ASM)

Chief, Army Reserve (AFRC-PRT-R)

ABO (COL Yocum)

Office of the Assistant G-1 for Civilian Personnel (Ms. Jeannie Davis)

DFAS HQs (Ms Linda Greely)

US Army Forces Command

US Army Training and Doctrine Command

US Army Materiel Command

US Army Europe

US Army Central

US Army North

US Army South

US Army Pacific

US Army Special Operations Command

US Army Space and Missile Defense Command/Army Strategic Command

Eighth US Army

US Army Medical Command

US Army Intelligence and Security Command

US Army Criminal Investigation Command

US Army Corps of Engineers

US Army Military District of Washington

US Army Installation Management Command

US Army Test and Evaluation Command

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US Army Reserve Command

US Army Network Enterprise Technology Command/9th Signal Command

US Army Acquisition Support Center



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RECRUITING COMMAND
1307 THIRD AVENUE
FORT KNOX, KENTUCKY 40121-2726

RCRO

MEMORANDUM FOR Assistant G-1 for Civilian Personnel, Field Operations Division,
Aberdeen Proving Grounds, MD 21005-5001

SUBJECT: Request for Referral Bonus Payment (Mr. John G. Doe)

1. National Defense Authorization Act (NDAA) 2007, 17 October 2006, authorizes civilian employees of the Department of the Army (DAC) to receive payment for referrals provided under the Referral Bonus Program. Eligible personnel may receive a payment of \$1K upon commencement of basic training and another \$1K payment upon completion of AIT/OSUT.

2. The following employee has been approved for a Referral Bonus as indicated:

Name and SSN: Mr. John G. Doe, 123-45-6789

Duty Organization (ACOM, ASSC, or DRU) and Address: US Army Forces Command,
1777 Hardee Ave SW, Fort McPherson, GA 30330-1062

Referral Bonus Payment authorized and reason:

(X) \$1000 – commencement of basic training by individual referred
() \$1000 – individual referred has completed Advanced Individual Training (AIT) or
One Station Unit Training (OSUT)

3. Point of contact this headquarters is the undersigned at (502) 626-0481.

Victoria Sorensen
Chief, Plans and Programs
Division

Standard Form 1080
Revised April 1982
Department of the Treasury
I TFRM 2-2500
1080-109

**VOUCHER FOR TRANSFERS
BETWEEN APPROPRIATIONS AND/OR FUNDS**

VOUCHER NO.

SCHEDULE NO.

Department, establishment, bureau, or office receiving funds

BILL NO.

PAID BY

Department, establishment, bureau, or office charged

ORDER NO.	DATE OF DELIVERY	ARTICLE OR SERVICES	QUAN- TITY	UNIT PRICE		AMOUNT
				COST	PER	DOLLARS AND CENTS
						0.00
						0.00
						0.00
TOTAL						0.00

Remittance in payment hereof should be sent to -

ACCOUNTING CLASSIFICATION - *Office Receiving Funds*

CERTIFICATE OF OFFICE CHARGED

I certify that the above articles were received and accepted or the services performed as stated and should be charged to the appropriation(s) and/or fund(s) as indicated below; or that the advance payment requested is approved and should be paid as indicated.

(Authorized administrative or certifying officer)

(Date)

(Title)

ACCOUNTING CLASSIFICATION - *Office Charged*

Paid by Check No.

NSN 7540-00-634-4230

Designed using PerForm Pro software.

Previous Editions Are Usable

Form will be generated by Resource Manager, USAAC on each approved payment to eligible civilian employee.